

TO: Board of Trustees  
FROM: Kathy Wicks  
RE: Board memo for special meeting of March 25, 2014

Related attachments include:

- FY 2014/2015 budget (action)

## **PRESENTATIONS**

### **BUILDING AND GROUNDS**

*No report*

### **TECHNOLOGY**

*No report*

### **FINANCE**

#### ***FY 2014/2015 Budget***

The FY 2014/2015 budget is attached for approval. As projected in the March 11, 2014 board packet, the budget is essentially flat.

- No cost-of-living adjustment (COLA) at this time, pending union negotiations. Library staff are non-union employees. Generally the City grants non-union employees a COLA similar to that given to union employees.
- Staff longevity step levels, for both wages and vacation days. (An increase of \$10,053 – a 0.45% increase in wages.) The City Comptroller advised the library to add the longevity step level.
- No increase in health insurance, as specified by the City.
- Centralized costs are flat, as anticipated in the March budget review.
- Materials – flat as anticipated in the March budget review.
- Non-recurring costs have been returned to 0. If any of the expenses carry over, the budget lines will be reinstated as needed next year.
- Per Capita Revenue - in FY 2014, the library received \$9,261 from added per capita funds for circulating materials for Adult and Children's Services. Generally, when

creating a new fiscal year budget, the per capita revenue amount is based on the actual of the current fiscal year to help get realistic projections. When considering the proposed amount for the per capita revenue line for the FY 2015, the administrative team recommends that the amount remain at the FY 2014 amount before the additional \$9,261, which is \$42,302. Our concern is that if FY 2014 was an anomaly and the State does not fund the 2015 per capita at the same level, we would need to underspend accordingly.

**POLICY**

*No report*

**EDUCATION AND TRAINING**

*No Report*

**FRIENDS OF THE LIBRARY**

*No report*

**THE URBANA FREE LIBRARY FOUNDATION**

*No report*

**ILLINOIS HEARTLAND LIBRARY SYSTEM**

*No report*

**ACTING DIRECTORS REPORT**

*No report*

**UNFINISHED BUSINESS**

*No report*

**NEW BUSINESS**

*No report*